

FIRE FACT NO. 028 CHECKLIST(s) : 99C, 99E, 99R

TITLE : FIRE DRILL RECORDS

CHECKLIST ITEM(s) : 99C C08; 99E E06,07,08,10; 99R R01,02,03,04

REFERENCE(s) : K.A.R. 22-18-2 (a) ; 91-101/31-3.1.3 ; 91-101/31-7.1, 7.2, 7.3

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FACILITY FIRE DRILL RECORD

The Kansas State Fire Prevention Code and the Kansas Buildings Fire Safety Handbook defines the requirements set forth for owners and operators of regulated facilities to conduct scheduled fire drills. This drill record should be used by business, child care, and residential board and care facilities.

PURPOSE: To practice and record the safe and timely evacuation of all occupants and staff from the facility.

Instructions For Use:

- Fill in the boxes at the top of the Fire Drill Record with Building Name, Address, City, Telephone and FAX numbers. Fill in the Year or Year(s) the drills will be occurring. Fill in Responsible Party Name and Title. The Responsible Party shall record the date, time of drill, evacuation time, and the number of **actual** occupants evacuated for each drill conducted.

Guidelines for Conducting Fire Drills:

- Exits shall be unlocked and unobstructed whenever the building is occupied.
- Staff shall be assigned specific responsibilities for notification and evacuation of the building.
- Designate a safe evacuation area far enough from the building (50 feet minimum) to avoid the danger from fire, fire department operations and equipment, or from falling debris or explosion.
- Emergency plans shall include a minimum of two alternate evacuation routes occasionally using the secondary evacuation routes during the regularly practiced drills.
- Drills shall be initiated by use of the fire alarm or detection system components. They shall be unannounced to simulate an actual fire and shall be conducted at different times of the day and during different activities.
- After the alarm has sounded, all occupants should proceed to the nearest exit as quickly as possible. **The staff shall account for all occupants after reaching the safe area.**
- Restrooms and other possible occupied areas must be checked by sight and voice. (Mobility impaired occupants or staff may be moved to approved areas of refuge with staff in attendance until a real emergency is determined and evacuation is necessary).
- **In case of fire or smoke, *EVACUATE THE BUILDING*, contact the Fire Dept. immediately, and do not reenter the building until the building is verified as safe.**

Reminders:

- All fire alarm equipment shall be checked a minimum of once annually.
- Any fire alarm equipment found inoperable during drills shall be repaired IMMEDIATELY!
- If the facility is delinquent on drills, inspectors may request a drill at the time of the inspection. **Fire safety inspectors will be spot checking the previous years drill records to verify correctness and completeness as they inspect your facility.**





Kansas State Fire Marshal's Office
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Topeka, KS 66603-3714
Phone : 785-296-3401
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Facility Name:	Year(s) of drills:
Address:	Responsible Party Name and Title:
City, State, Zip:	License # :
Phone # :	FAX # :

FIRE DRILL RECORD

MONTH	DATE OF DRILL	TIME OF DAY	TIME FOR EVACUATION	NUMBER OF OCCUPANTS	RESPONSIBLE PARTY NAME
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

POST IN A CONSPICUOUS LOCATION

When ALL REQUIRED DRILLS have been conducted, maintain the original or copy of the drill record IN YOUR FILES ONLY, for a period not less than 5 years for future reference and verification by the Kansas State Fire Marshal.